

So You're a Panelist for a Grant Review...

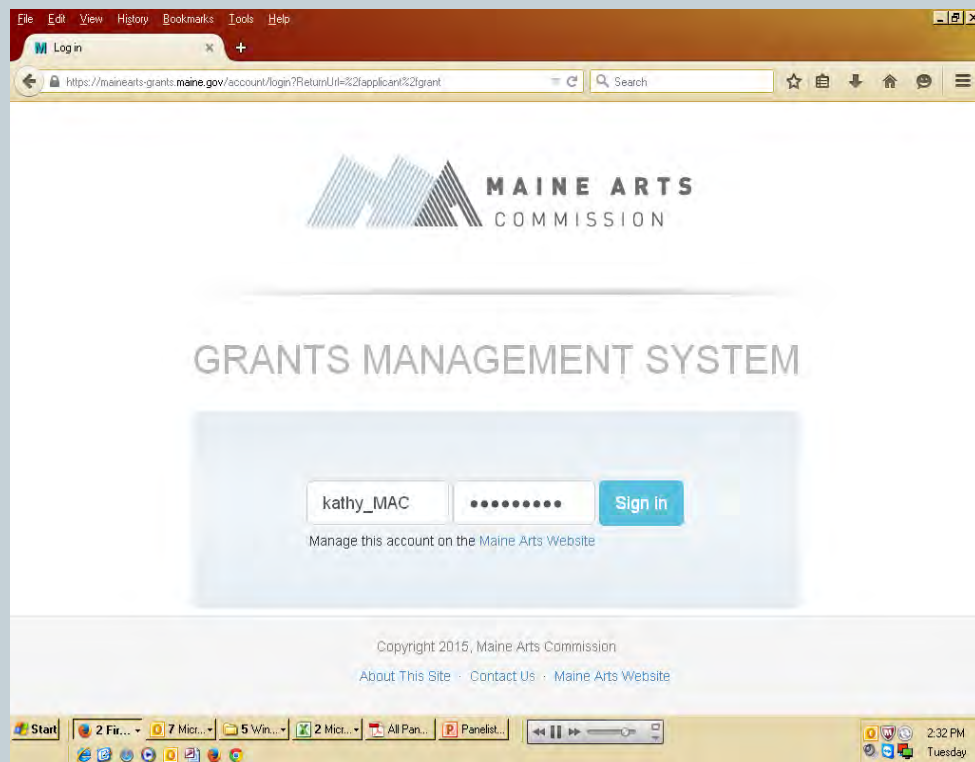


**MAINE ARTS COMMISSION
GRANT REVIEW**

JUNE 15-17, 2015

Online Review of Grants

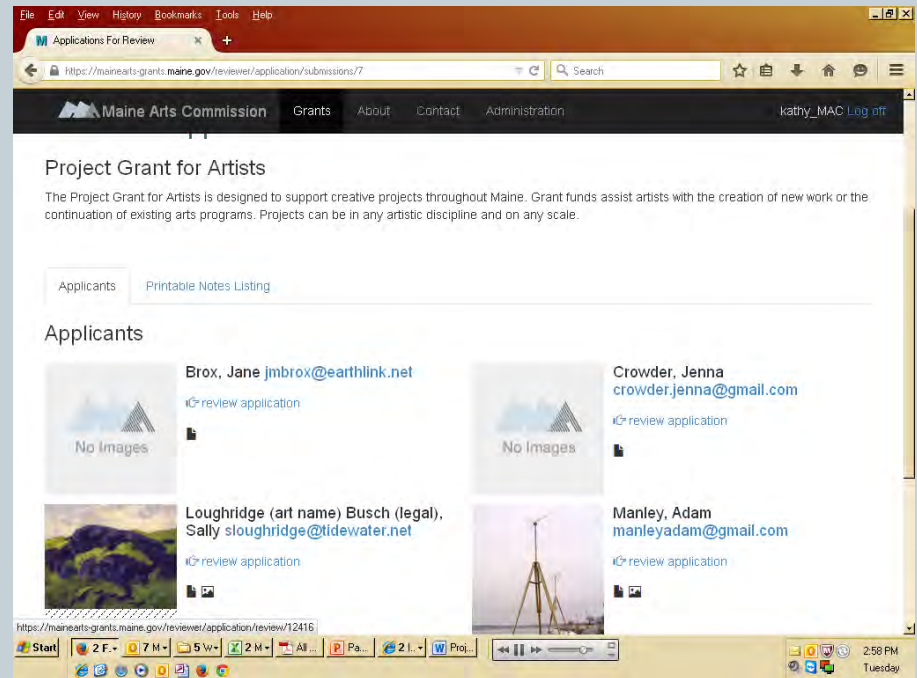
Just as you've reviewed your applications at home, on the day of the review you will be asked to log in to the Grants Management System with your Username and Password



The Grant Review Process

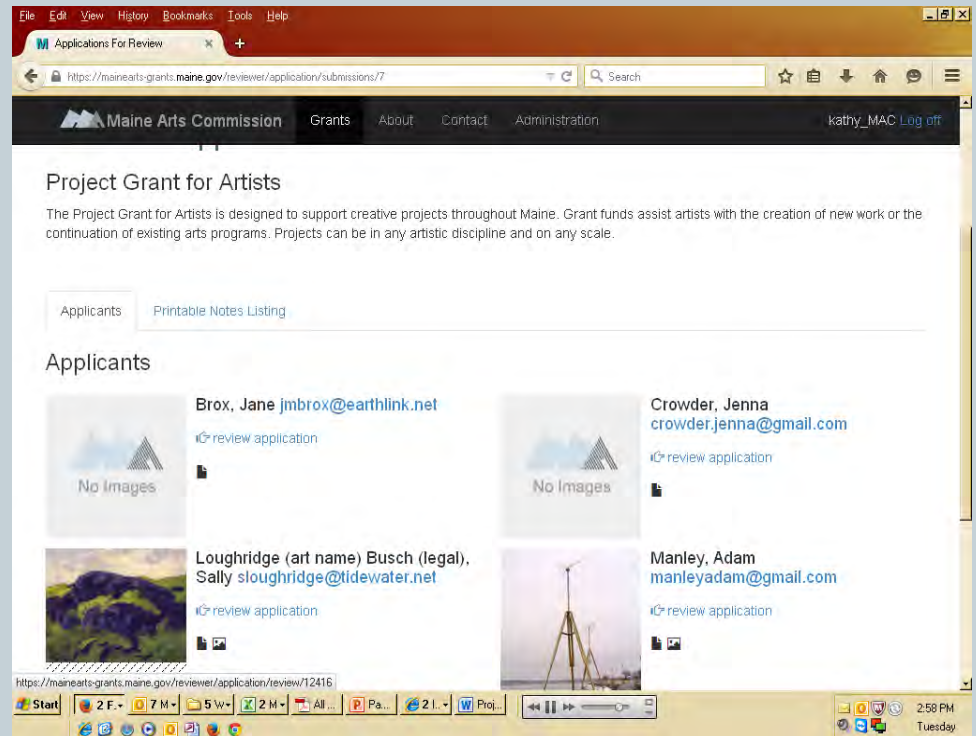


- We will review the day's agenda and order of review. Lunch will be provided, and breaks are flexible: just ask your facilitator!
- The panel facilitator will call for review of the first grant.
- Please locate that grant from the main list. (it won't necessarily be the first one on your screen), and open it.



The Grant Review Process

- All materials are available for viewing by scrolling down the grant screen.
- Double click attachments to view.
- Work samples will be displayed in large format via a projector.



The Grant Review Process



- Please record your comments in the three available boxes: strengths, challenges, and general notes. The strengths and challenges will be used for the public minutes.
- ALL notes, including strengths and challenges, are attributed ANONYMOUSLY. Your notes are not shared with other panelists: they can be seen only by you.

A screenshot of a web browser window showing the 'Application Review' page for the Maine Arts Commission. The browser's address bar shows the URL 'https://mainearts-grants.maine.gov/reviewer/application/review/12345'. The page has a dark header with the 'Maine Arts Commission' logo and navigation links for 'Grants', 'About', 'Contact', and 'Administration'. A user 'kathy_MAC' is logged in. The main content area is titled 'Reviewer Notes' and contains three sections: 'General Notes' with a text box and the instruction 'Document your overall impressions of this application.'; 'Strengths Note' with a text box and the instruction 'List the key strengths of this application.'; and 'Challenges Note' with a text box and the instruction 'List the key challenges of this application.' The Windows taskbar at the bottom shows the Start button, several application icons, and the system clock at 10:42 AM.

The Grant Scoring Process

- Finally, you will be asked to complete your ratings of the application in each of the criteria
- Each criteria must have a value assigned to it.
- Please use a scale of 1-7, with 1 being the lowest and 7 the highest.

The screenshot shows a web browser window titled "Application Review" with the URL "https://mainearts-grants.maine.gov/reviewer/application/review/12". The page header includes the "Maine Arts Commission" logo and navigation links for "Grants", "About", "Contact", and "Administration". The user is logged in as "katry_MAC". The main heading is "Application Ratings - Please Complete and Save". The form contains four criteria, each with a description and a "SCORE" dropdown menu set to "--Select--":

- Quality of the applicant's overall proposal, goals, clarity of community impact, audience engagement and potential and the strength of the organization's arts programming, including educational programs. (50%)
- Condition of the applicant's management. Strength of the staff and board. Appropriateness of marketing, fundraising and planning efforts. (25%)
- State of the organization's fiscal stability as evidenced by the application budget and accompanying financial statements. (20%)
- Efforts to serve special needs audiences, including people with disabilities. (5%)

Below the criteria, the "Composite Score" is displayed as "NaN". At the bottom of the form are "Save" and "Cancel" buttons, and a link to "Next Application". The Windows taskbar at the bottom shows the Start button, several application icons, and the system clock at 12:37 PM.

The Grants Scoring Process

- You must hit the SAVE button to record your scores before moving from this page.
- Your job is to rate the quality of each application based on the grant criteria.
- Please do not consider any outside information you may have on the applicant, and please do not rate applications in regard to others.

The screenshot shows a web browser window titled "Application Review" with the URL <https://mainearts-grants.maine.gov/reviewer/application/review/12>. The page header includes the Maine Arts Commission logo and navigation links: Grants, About, Contact, and Administration. A user named "kathy_MAC" is logged in. The main heading is "Application Ratings - Please Complete and Save". Below this, there are four rating criteria, each with a description and a "SCORE:" dropdown menu:

- Quality of the applicant's overall proposal, goals, clarity of community impact, audience engagement and potential and the strength of the organization's arts programming, including educational programs. (50%)
SCORE: --Select--
- Condition of the applicant's management. Strength of the staff and board. Appropriateness of marketing, fundraising and planning efforts. (25%)
SCORE: --Select--
- State of the organization's fiscal stability as evidenced by the application budget and accompanying financial statements. (20%)
SCORE: --Select--
- Efforts to serve special needs audiences, including people with disabilities. (5%)
SCORE: --Select--

Below the criteria, the "Composite Score" is displayed as "NaN". At the bottom of the form are "Save" and "Cancel" buttons, and a "Next Application" link. The Windows taskbar at the bottom shows the Start button, several open applications, and the system clock at 12:37 PM.

How to Understand the Application Narrative



The application questions are formatted with character counts. Please don't judge applicants either on brevity or longer answers.

Read narratives with the criteria in mind. How well do the applicants actually answer the questions?

How and Why to Read Financial Materials



The Application Budgets are used to evaluate several of the criteria. The project budget is indicative of the project planning, viability, and appropriateness of expenses and grant usage. The financial documents are indicative of the applicants' capacity to carry out the project and manage the grant within guidelines.

Budgets:

- Look for the quality in and sources (cash, in kind, etc.) of matching funds. (Matches strengthen and are required for applications.)
- Does the budget appear realistic for the scope of the project? Are requested grant funds being used for an appropriate expense?

Financial documents (audits and 990s):

- Review the audited Income Statements, Balance Sheets, and 990s, when available, to determine the capacity and financial stability of the applicant.

What to Do with Supplemental Materials

Supplemental Materials

- Work Samples are key for evaluating artistic strength and creative practice
- Letters of Support often provide insight into project planning, collaboration, and community impact
- Board and staff lists can demonstrate the strength of the organization's management
- Brochures and reviews may illustrate an applicant's programming



Shoshanna White

The Public Review Process



- The MAC is a state agency and all activities are public.
- Applicants and guests are welcome to attend the review sessions, and the minutes from the reviews become public record once the Commission approves the grants. Please speak up and speak clearly.
- Applicants are not allowed to comment on or contact panelists **at any time** during the review process, including during breaks.
- All questions or concerns should be directed to the Commission staff member facilitating your panel.

The Legalese



Conflict of Interest forms, and abstaining from review of an application

- A conflict of interest results if you have a financial interest in the applicant (staff or board,) or are directly related to anyone who would benefit from this award.
- If you do have a conflict of interest you must recuse yourself from the discussion of the application. You may also recuse yourself if you consider yourself to have a conflict even if it does not strictly fall under the legal definition.
- All panelists must sign this form today, even if you have previously signed one and/or have no conflicts for today's applications.

Vendor & Travel Reimbursement Forms

- You will need to complete both forms today, and submit receipts, to receive reimbursement for your travel expenses.

Your feedback please, and thank you



THANK YOU for remaining thoughtful toward the work that has gone into each of these applications, regardless of their strengths and challenges.

We hope you've enjoyed your experience supporting the arts, artists, and Maine communities. We look forward to sharing the results of the reviews on July 22, when the Commission approves the the process of your panel's work.

Tomorrow we will email you a short and painless survey to provide feedback and advise us on the programs, guidelines and review process.

And again: THANK YOU!